

## Mailing Matrix

A mailing matrix may be viewed in ECF and printed as follows:

- STEP 1:** Click **Utilities** from the menu options.
- STEP 2:** Select [Mailings](#) from the Miscellaneous column.
- STEP 3:** Select [Mailing Labels by Case](#).
- STEP 4:** The **Mailing Labels by Case** screen displays.
- ' **Case number** - enter the case number.
  - ' **All** - displays all parties to the case, including debtor, judge, trustee and special requests.
  - ' A series of other search options is available including, participants, creditors, attorneys, etc.
- STEP 5:** The **Print Format** report displays in 1, 2, or columns. The last column creates a 3 column pdf file that can be used to print to mailing labels.
- 1 column
  - 2 columns
  - 3 columns
  - 3 column pdf
- ' Select **3 column** pdf to format the list of all creditors for three column mailing labels. This format uses the Avery 5160 labels.
  - ' Click the **[Next]** button.
- NOTE:** Instructions for uploading the creditor list in a raw data format can be found on the first screen of **Mailings**. Click on **Creditor Mailing Matrix** and select **raw data format**.